



United States Department of the Interior

NATIONAL PARK SERVICE
DENVER SERVICE CENTER
12795 W. Alameda Parkway
P.O. Box 25287
Denver, Colorado 80225-0287

A5639 (DSC-IS)
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Memorandum

DSC Guideline 02-02

To: All Employees, Denver Service Center (DSC)

From: Director, Denver Service Center

Subject: DSC Records Management Guideline

OVERVIEW

All NPS employees have record management responsibilities as described in the Federal Records Act (FRA - 44 U.S.C. 3301 and NPS Director's Order #19, Records Management (DO-19)). The Project Information Filing System (PIFS) and Contract Files enable Denver Service Center (DSC) to provide current, accurate information to project team members, Congress, auditors, parks, and the media. Information is also used in support of legal actions. The following reminders apply to everyone in DSC. If you have any questions, please contact Heidi Ernst (X2789), Assistant Chief of Contracting Services; Walter Schmidt (X2122), Assistant Chief of Contracting Services; Jannette Wesley (x2131), Supervisory Technical Information Specialist; Catherine Kisluk (x2135), Archives Technician (PIFS); or Barbara Harris (x2121), Administrative Specialist, Information Services Division.

Project Information Files are kept on every DSC project. These files are active, working files used by project team members and are located in DSC's Technical Information Center (Room 55). The files document project decisions, activities, and transactions and are critical to the future maintenance and preservation of the Park Service infrastructure. All original incoming project correspondence should be forwarded to the Project Information Files, as soon as the copy is made to route to team members. Review records and decision-making correspondence must be kept to a high standard to support NPS decision making.

Contract Files are kept for every project contracted by DSC Contracting Services Division. These files are vital records that support DSC's mission of providing contract services to parks. Contract files provide evidence of legal agreements between NPS, contractors, and parks; the evaluation process for selecting contractors; and changes made to the existing contracts. All incoming and outgoing correspondence documenting NPS specifications and requirements, solicitation amendments, contract modifications, and supporting documentation for payments and awards are filed here. Project related documentation issued in reference to a contract are maintained in the Contract Files.

A sample listing of the files collected by each filing station, TIC, PIFS and Contract Files, is attached.

POLICY

Outgoing DSC Correspondence

The DSC Correspondence Manual describes procedures for placing file code information (park, package, PMIS number, and contract number), as well as the correct file code for easy retrieval on all DSC correspondence. See your administrative staff if you need assistance.

All final DSC correspondence will be prepared by administrative staff. Administrative staff will check file codes, contract numbers, signatures, copies, attachments and will ensure that the DSC record copies are getting to the Project Information Files or Contract Files in a timely manner. The administrative staff in Project Management will prepare all final project correspondence. As part of quality assurance, an administrative support assistant will review all final DSC correspondence before it is mailed out.

The yellow copy of outgoing DSC correspondence is the DSC record file copy. Include all attachments with this yellow file copy. The yellow file copy is filed immediately after signature in the official files.

All contracts, modifications, and amendments, are numbered and reviewed by a Contract Specialist.

Lotus Notes/Faxes

For electronic records created via electronic mail or word processing applications the Office of the Secretary directed DOI employees (memorandum dated September 10, 1999) to print out such records and to place them in paper files. Electronic mail and fax messages relating to projects are considered *record copy* information. The park, package, PMIS, and contract number should be included on the copy and then sent to the Project Information Files or Contract Files for filing. E: mail can be forwarded electronically to the PIFS mailbox by typing PIFS in the address window, see also attached *Procedures for Sending Electronic Information to PIFS...*

Incoming Project Correspondence

Administrative staff in Project Management are responsible for sorting and coding all incoming project correspondence (including Federal Highway Administration correspondence) with the park/package/PMIS number; the original will be sent to the Project Information Files for filing, and a copy will be routed to the project manager and team members. Project managers and contract specialists are responsible for providing copies of relevant documents to the contract files.

If the wrong file code information has been written on the correspondence, the file code information should be crossed out and the correct information should be written in. The copy should be sent to the PIFS Archives Technician (DSC-IS-TIC); who will correct the original and ensure that it is filed correctly. This also applies to copied faxes and cc and bcc copies from regions and parks that are sent to DSC employees. It may be the only copy that DSC receives, and it needs to be copied and sent to the project information files. If various park/package/PMIS numbers are involved, a copy needs to be made by the administrative staff for each file.

Employee Files

Individual employees should only have non-record copies in their possession. When a project is closed, these non-record copies should be destroyed. Any record copy material discovered during project close out, or at any time during the life of the project, needs to be immediately forwarded to PIFS or Contract Files as appropriate. Employees not following these recommendations risk legal liability during court ordered discovery proceedings.

By following procedures outlined, we can ensure DSC complies with legal and regulatory responsibilities in preserving Contract and Project Files. The cooperation and effort you demonstrate to meet your personal and NPS legal responsibilities are appreciated. By working together we can do a better job of preserving these important historical documents.

Daniel N. Wenk

Attachments

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